

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST LOME, TOGO	2. AGENCY STATE	3a. POSITION NO. 357801-A52627
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. 357801-A52627, CLO Administrative Assistant (Title) FSN-0105 (Series) 7 (Grade)
- ☒ b. New Position
- ☐ c. Other (explain) Vacancy announcement

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	CLO Administrative Assistant, FSN-0105	7		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Administrative Assistant	7. NAME OF EMPLOYEE Vacant
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8. OFFICE/SECTION American Embassy, Lome, Togo	a. First Subdivision Management
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <u>Vacant</u> Printed name of Employee _____ Signature of Employee Date(mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed name of Supervisor _____ Signature of Supervisor Date(mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <u>CLO Coordinator</u> Printed name of Section Chief or Agency Head _____ Signature of Section Chief or Agency Head Date(mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <u>Management Officer</u> Printed name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date(mm-dd-yyyy)
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13. BASIC FUNCTION OF POSITION

The Administrative Assistant is responsible for welcoming and orientation of new arrivals, community liaison, events planning, and information and resources management for the community.

14. MAJOR DUTIES AND RESPONSIBILITIES

95 % OF TIME

Welcoming and orientation to post: Facilitates adjustment to the environment by providing assigned personnel and family members with information about the post and surroundings, coordinating sponsorship programs, and contributing to orientation program activities.

Liaison with Mission and Community: In support of needs of mission community, maintains contacts with post groups and offices, as well as host country and extended community organizations. Liaison includes visits to offices and facilities, participation in meetings, and membership on boards and committees, as appropriate. (Cont'd)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of a Bachelor's Degree or other relevant work experience is required.
- b. Prior Work Experience:
At least one year clerical or related experience or one year community-based work experience is required.
- c. Post Entry Training:
None
- d. Language Proficiency: List both English and host country language(s) proficiency by level (II, III) and specialization (sp/read):
Level IV (reading/speaking) English and French
- e. Job Knowledge:
Knowledge of Lome is required. Knowledge of keyboard, word processing and some experience with desktop publisher is required.
- f. Skills and Abilities:
Strong organizational skills are required. Must be flexible, resourceful, and creative. Must be able to solve problems without specific direction. Ability to work with people to promote community spirit, to achieve consensus; Ability to work in an ethnically and culturally diverse environment. Ability to work independently. Ability to exercise tact when dealing with people

16. POSITION ELEMENTS

- a. Supervision Received:
Position is supervised by the Community Liaison Office Coordinator.
- b. Supervision Exercised:
None
- c. Available Guidelines:
State department cables, memoranda, administrative circulars as well as general instructions from the Management Officer.
- d. Exercise of Judgment:
In referring people in personal crisis to appropriate experts/support groups. Considerable judgement must be exercised in managing and planning events.
- e. Authority to Make Commitments:
None
- f. Nature, Level and Purpose of Contacts:
Contact with all levels of the mission members and key host country officials as well as members of international organizations/groups.
- g. Time Expected to Read Full Performance Level:
Six months.

Position Number: 357801-A52627
Position Title: CLO Administrative Assistant
Position grade: FSN-07
Incumbent: Vacant
Date: November 18, 2015

II- MAJOR DUTIES AND RESPONSIBILITIES

Cont'd

Program Management: Develops and implements relevant programs for all segments of the post population by coordinating educational, cultural, recreational, and sports activities.

Information and Resource Management: Maintains a Resource Center where information on the post, the host country, family member employment, education, security concerns, reentry into the United States and other pertinent matters is readily available to employees and family members. Maintains data base on applicants for household employment. Is required to prepare and send semi-annual activity report, family member employment report, and should complete other surveys requested by M/DGP/FLO and A/OPR/OS.

Mission Newsletter: Writes and edits mission newsletter, an informational publication that prints local and mission news, advertisements, articles, duty officer schedules, security bulletins and other information.

Information Management: Prepares written materials such as research, reports, surveys and correspondence; edits and proofreads such documents for accuracy, formatting, style and compliance with state department regulations; drafts routine correspondence, reports and other documents and responds to written requests with area of authority; writes projects proposals for administrative section; researches reference and background material on host country that can serve the mission community.

Mission Community Representative: Coordinates and attends special representational events hosted by the Ambassador and establishes relationships with host country personnel; receives and escorts official visitors at events and/or at the mission site. Will serve as a point of contact/point of reference between the Embassy and local vendors and restaurants. Will also serve as a reference for the Embassy to investigate new vendors/products within Lome and surrounding areas.

Process/events Manager: Coordinates arrangements for meetings and conferences, VIP visits, special projects and events. Has participatory role in major or minor emergencies facing the post and takes part in keeping post's emergency action plan up to date.

Specialist: As time and post management allows, may develop and apply expertise in some other specialty areas, e.g., management of personnel, research projects for administrative or executive sections, review of legal documents for general services section, etc.

Other duties as assigned **5%**